RELEASE NOTES

N-FOCUS INTERIM RELEASE

APRIL 9, 2007

An interim release of the N-FOCUS system is being implemented on April 9, 2007. Interim Releases are made between scheduled major releases. The last N-FOCUS Major Release was March 12, 2007. The next N-FOCUS Major Release is scheduled for November 12, 2007. This document provides information explaining new functionality, enhancements and problem resolutions effective with this release. The Release Notes is divided into five main sections:

- **General Interest and Mainframe:** All N-FOCUS users should read this section.
- **Developmental Disabilities Programs:** N-FOCUS users who work directly with DD programs and those who work with the related Medicaid cases should read this section. Note: this section will only appear if there are enhancements, tips, or fixes specific to DD programs.
- **Foster Care Review Board:** N-FOCUS users with responsibility for Foster Care Review Board functions should read this section. Note: This section will only appear when there are tips, enhancements or fixes specific to Foster Care Review Board functions.
- **Protection and Safety Programs:** N-FOCUS users with responsibility for Child Protective or Adult Protective Services should read this section. It will be noted when the information is specific to only one of these areas.
- **Expert System:** N-FOCUS users responsible for case entry for AABD/MED, ADC/MED, FSP, FW, IL, MED, and Retro MED should read this section.

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MAINFRAME AND GENERAL INTEREST

ASSIGNMENTS

EF Case Creating Duplicate Lines Of Assignment (FIX)

With the March release it was discovered that when an EF case is reopened in the Expert System, a duplicate assignment line was created. This will no longer occur. However, if you are reopening an EF case and are not the worker originally assigned to the case, you will need to update the assignment in the Mainframe.

COLLECTIONS

Accounts Receivable Transaction Error (FIX)

On the Accounts Receivable window an error was occurring when searching for an AR with more than 100 transactions posted or when trying to post the 101st transaction. This has been corrected.

CORRESPONDENCE

Spenddown Met Notice Sent To Case Representative (CHANGE)

Effective **4/19/07,** Spenddown Met notices will now go to the Program Case Representative if the notice indicator is set to 'Y.'

WP-FSP-1 For A Future Date (TIP)

N-FOCUS does not allow a WP-FSP-1 to be future dated. As per policy, there is no reason that a future dated referral be created.

EBT

Sort Function On EBT Window (FIX)

After the last release it was discovered that the 'Sort' function on the EBT Card Issuance List window was not working properly. This has been corrected.

INTERFACES

Accessing Other Interfaces After IUC (FIX)

An error was occurring when attempting to access other interfaces after first going into the IUC interface. This has been corrected.

Archiving Of Interface Data (TIP)

Most interface data archives after one-two years. If you need the old data, please contact N-FOCUS Production Support.

NOTE: All BENDEX data received prior to the new federal redesign has been archived. If the person was receiving assistance prior to this time and you need the interface data, contact Production Support.

BENDEX Data (TIP)

If you are not seeing BENDEX information for a person you believe should have data, select the SVES Request button on the Interfaces Menu. If there is still no data after 48 hours, please contact N-FOCUS Production Support for assistance.

Forty Quarters Error (FIX)

When initiating a forty quarters request and the person already had Forty Quarters data stored, an error occurred stating there were too many results. After receiving this error, no Forty Quarters data displayed. This will be corrected effective **4/19/07.**

ICHARTS Access Failed (FIX)

With the new strong password requirements implemented for N-FOCUS, workers with certain special characters in their password were denied access to ICHARTS. This has been corrected.

ICHARTS Down Time (TIP)

ICHARTS is only available from 6am to 6pm daily. You will not be able to access ICHARTS after 6pm even if N-FOCUS is still available.

MEDICARE BUY-IN

Clean-Up For Persons Not Buy-In Eligible (TIP)

When an AABD/MED recipient goes from an OMB budget to a Medically Needy (MN) budget, the person is no longer eligible for Medicare Part B buy-in. An example of this is a person who goes to a nursing home. Some of these cases erroneously do not get cut off of buy-in when the budget change is made. In February 2007, many of these cases were cleaned-up and removed from buy-in. You may be receiving calls from persons wondering why their buy-in stopped.

ORGANIZATION

Family Role Required For Related Person (FIX)

A problem was discovered when entering a Related Person with the Type 'Is Org.' It became a requirement for you to select a Family Role. This has been corrected. The Family Role is available, but not mandatory when the Type 'Is Org' is selected.

PERSON DETAIL

Flow To Organization Window (FIX)

After the March release it was discovered that when workers attempted to navigate to the List Organization window from the Person Detail window, a blank window appeared. This problem was fixed and you will now flow to the List Organization window.

REPORTS

CASE ACTIVITY REPORT (FIX)

Several problems were discovered with the Case Activity Report after it was moved to the N-FOCUS Production Reports Infoview website. These problems should be resolved for the April 2007 report which runs in early May.

TMA MED CASES (FIX)

The TMA MED cases report was off by one month. This has been corrected for the April 2007 report.

PROTECTION AND SAFETY

CORRESPONDENCE

Error Printing Law Enforcement Notice (FIX)

A problem was discovered when attempting to print a law enforcement notice when a telephone number for an organization on the intake was recently updated. The system was creating a blank telephone number for the TDD line number which caused the error when attempting to print the notice. This will be fixed effective **4/19/07** and the law enforcement notice should print without error.

CPS SPECIFIC TOPICS

OUTCOME TRACKING

Error When Saving Contracted Case Management (FIX)

An error was discovered in certain circumstances when saving an instance of Contracted Case Management. This has been corrected.

PLACEMENT

Child's Placement History Address (FIX)

In certain circumstances, the wrong master case number and assigned worker was printed on the Child Placement History document. This has been corrected.

Also, the Child Placement History document has been changed to print the placement Organization's physical address rather than the mailing address.

EXPERT SYSTEM

BUDGETING

EF Case Not Required For Refugee Resettlement ADC Cases (FIX)

Persons receiving benefits through the Refugee Resettlement Program are not required to participate with Employment First. You will not be required to open an EF case as long as an Immigration status of Refugee Resettlement Program is entered.

EF Case Processing (TIP)

As of the March 12, 2007 N-FOCUS release, Employment First case processing has moved to the Expert System. There have been questions in regards to creating EF cases for denied/closed or overridden ADC cases and the affect these have on reports.

Take the following actions for Employment First Cases for ADC/MED waived grant cases and Financially Responsible Adults with a Sanction:

1. When an EF case is required and the ADC case is going to be overridden to zero due to client's request to waive payment, create an EF case in exempt status with a status reason of 'parent/caregiver.' An exempt status reason of 'waived grant' will be added to N-FOCUS for the July, 2007 release.
2. If the required person for an Employment First case is a Financially Responsible adult in the ADC/MED case due to a sanction of Child Support, Convicted Drug Felon, Fleeing Felon, TPL, SSN, Misrepresentation of Identity, IPV #1, IPV #2, or IPV#3 and the sanction is **no longer** applicable the following steps need to be taken:
    I. If the sanction is no longer applicable in ADC/MED due to the client being approved for AABD/MED follow these steps:
        a) Close the AABD case through Case Actions for the come-up month.
        b) Reopen the person in the ADC case through Participant Actions for the come-up month.
        c) Close the person in the ADC case for the come-up month with the reason of "in another case."
        d) Reopen the person's AABD case through Case Actions.
        e) Run Configuration. This will change the person to an FR without the status reason that requires an EF case.
        f) Select Budgeting and the EF case is no longer required for the person.

These steps are important because all Financially Responsible adults with a sanction reason of Child Support, Convicted Drug Felon, TPL, SSN, or any of the IPV levels, are required to meet work participation. If they remain an Active FR with an Active EF case, they will show on reports and require work

participation hours. If they have an Exempt EF case, they will be reported on the ACF-199 and have a negative impact on work participation

II. If the sanction is no longer applicable because it has been resolved, reopen the person as a case participant and create an EF case with the appropriate status and status reason.

EF Reporting

- The ACF-199 Report, which is the federal report that calculates our work participation, will not be affected. It is important to understand that this report starts at the ADC/MED level and only reports on cases that have an issued payment for the month.
- The Employment First Case Activity Report will be changed (for the May report) to not display Employment First cases that are either active or exempt and the person is closed or denied in ADC/MED program case.

Recalculated MED Budgets (TIP)

There have been numerous problems with eligibility date sets on c1 when Medicaid budgets are recalculated. Please note that Medicaid budgets should only be recalculated if a person is to be added to the case as a participant or if the share of cost should be reduced. Recalculating budgets will not change the copay indicator. If you need to recalculate the FSP case for any reason, the budgeting task allows you to "Process Selected" on the FSP budget only. Contact Production Support for assistance.

CASE MAINTENANCE

Closing Cases Due To Death (TIP)

When closing a Medicaid case or person due to death, close the case for the come up month, not the current month. Enter the person's date of death in the appropriate field. The date of death will pass to the MMIS system and providers will not be able to bill after this date.

Do not close an unborn out of a Medicaid case with the reason of "Death." Use the reason of "Other." The system is closing the unborn's eligibility date sets on MMIS as of the pregnancy termination date. However, the unborn needs to remain open in the Medicaid case for the post partum period. N-FOCUS will be changed in the future to not require a date of death when closing an unborn.